



SPECIAL EVENTS PARK USE PERMIT

Parks and Recreation Department
451 Hot Springs Blvd
Pagosa Springs, CO 81147
(970) 264-4152 x521

For Office Use Only

Date Application Received:	
Who Received:	
Payment Date / Check Number:	
Deposit Paid Date / Check Number:	

Event Contact Information

Applicant Name: _____ Email Address: _____

Street Address: _____ Mailing Address: _____

City/State/Zip Code: _____

Mobile: _____

On Site Contact (*if different from Applicant*): _____ Mobile: _____

Event Information

Name of Event: _____ Purpose for Event: _____

Organization/Sponsor: _____

Set-Up Date and Time: _____ Tear-Down Date and Time: _____

Have you held this event at your requested site before? ☐ No ☐ Yes, if so when _____

Park Rules and Regulations

- ☐ **Park Use Permit** - A permit is required for any park activity that requires exclusive use of the site or would impede public usage. A permit must be in the possession of the event/activity organizer while the site is in use. Any violations of policies, rules, regulations and/or guidelines may result in immediate revocation of permit.
- ☐ **Attendee Conduct** - The permit holder is responsible for his/her actions and the actions of gathering attendees.
- ☐ **Vehicle Access** - The driving and parking of motorized vehicles in the parks is prohibited. Exceptions may be made for Special Events with the approval and guidance of a Parks Department Representative.
- ☐ **Disposal of Waste Material** - Trash must be properly disposed of in dumpsters or trash cans. It is your responsibility to remove all the waste from the premises, even in the provided trash cans.
- ☐ **Liquor** - Alcoholic beverages are not prohibited in parks the without a Special Events Liquor License.

- ☐ **Tent Inspections** - A tent inspection is required for any and all tent set up in the town parks. Please submit a map of tent's location to **Margaret Gallegos**, from the Building and Fire Safety Department, for tent inspection set-up/approval.

Fees, Refunds and Insurance

- ☐ **Application Fee:** A \$25.00 application fee must be paid at the time of application submittal. This fee is **non-refundable**. One change will be permitted without submitting a new application and application fee.

- ☐ **Damage Deposit:** A damage deposit must be provided to the Community Center no less than 30 days prior to your event.

- \$500.00 deposit

The following fees will be assessed by the Parks Department out of your damage deposit if services are needed in the Town's parks and other public spaces upon the conclusion of the event:

_____ Cleaning/Stocking	\$50.00
_____ Trash pickup and removal	\$50.00/hour
_____ Rut Removal	\$75.00/hour
_____ General Labor	\$25.00/hour

Site(s) Requested:

Location	Number of Days	Cost Per Day	Subtotal
Town Park		\$100.00	
Reservoir Hill		\$100.00	
Athletic Field		\$100.00	
Mary Fisher Park		\$100.00	
River Center Ponds		\$100.00	
Yamaguchi Baseball Diamond		\$100.00	
Yamaguchi Soccer Fields		\$100.00	
Yamaguchi Terrazzo		\$100.00	
South Park Field		\$100.00	
South Park Sand Courts		\$100.00	
Lewis St. (Between 4 th & 5 th St.)		\$100.00	
Site Fee Total			

***There will be \$100.00 charge per day for any equipment set-up or equipment left in the park 24 hours before or after the setup dates/times or tear down dates/times unless prior arrangements have been made with the Parks Department (tents, chairs, tables, vendor equipment, trash cans, decorations, ect.)**

Equipment Rental: The following fees are charged by the Parks Department for equipment rented during the events held in the Town's parks and other public spaces.

Equipment	Number of Days	Quantity	Cost	Subtotal
Safety Cone			\$2.50 each per day	
Barricades			\$50.00 per day	
Beer Garden Fencing			\$25.00 per day	
Equipment Fee Total				

***If any of the equipment is not returned to the Town of Pagosa Springs within the number of day's rented additional charges will apply.**

Please return completed/signed application and all fees to:
Community Center, 451 Hot Springs, Blvd, PO Box 1859, Pagosa Springs, CO 81147
Email: jcarothers@pagosasprings.co.gov

***If any equipment is damaged the replacement cost will take effect: Safety Vest, \$30.00 each vest, Safety Cone, \$25.00 each cone, Traffic Signs, \$160.00 each sign.**

Additional Services: The following fees will be charged by the Parks Department for services provided to events held in the Town's parks and other public spaces. If requested:

Additional Services	Number of Days	Cost Per Day	Subtotal
Electrical Usage		\$35.00	
Yamaguchi Diamond Field Prep and Line		\$50.00	
Additional Services Total			

- ☐ **Insurance** - A Certificate of Liability Insurance policy covering claims which might arise from the event including participant and spectator liability is required for each event. Each Certificate of Liability should name the Town of Pagosa Springs as the Certificate Holder.

Total Fees/Rentals is as follows:

CHECK ONLY **(Separate Checks)**

Application Fee:	\$25.00
Site Fee (s):	\$
Equipment Rental Fee(s):	\$
Additional Services Fee (s)	\$
Total Fees Owed:	\$

Deposit Required:	\$500.00
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Please make both checks payable to TOPS (Town of Pagosa Springs)

***All fees are forfeited if a cancelation occurs in less than 2 weeks' notice**

***Application fees are non-refundable once application is submitted**

As the applicant, I hereby agree and understand that it is my responsibility to oversee all contractors, vendors or parties affiliated with the event and to insure compliance with all park policies, rules, regulations and guidelines, and other relevant procedures and laws. I understand that any violations may result in immediate cancellation of the reservation and/or revocation of the permit. I understand the permit is non-transferable.

Applicant Signature

Date

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451 Hot Springs Blvd
PO Box 1859
Pagosa Springs, CO 81147
970.264.4151
970.264.6218 (fax)

Special Event Vendor List

Vendor/Business Legal Name:		Event Site Location:	
DBA (Doing Business As):		Business License No:	
Vendor Owner Name:		CO Sales Tax #:	
Physical Address:		Email:	
Mailing Address:		Phone Number:	
Describe Nature of Business, Products and Services provided: <input type="checkbox"/> Tent or EZ-Up: Size _____ <input type="checkbox"/> Food Vendor <input type="checkbox"/> Cooking		Fees Due: \$ _____ Fees Collected: \$ _____	

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Special Event Application

I understand that:

Vendors:

1. I may not operate a Special Event until a Special Events License Application is approved and issued by the Town of Pagosa Springs.
2. All participating Special Event Vendors are required to pay an annual \$25.00 fee for a Town of Pagosa Springs Business License, or have a valid Town of Pagosa Springs Business License.
3. All Vendors are required to have a valid Colorado Sales Tax License and to report revenue and pay sales tax (6.9%) or Hosting organization must report all sales revenues, collect and pay all Colorado State Taxes.
4. All Vendors will comply with all the rules and regulations of the Town of Pagosa Springs.

Signage:

5. Vendors are allowed only 10 square feet of total signage, only at their booths.
6. A Temporary Sign Permit Application must be submitted with the Town for all on site and approved off site Special Event Signage.
7. Off-site Signage is ONLY available for non-profit organizations and requires:
 - An approved Temporary Sign Permit with fees and deposits paid.
 - A design proof is required and should include to proposed text, exact colors, lettering styles, sign material, size & shape as well as the manner in which the sign will affixed.
 - Location of proposed off site signage and letters of approval from property owners where off-site signage will be displayed. (must be located on private property)
 - ❖ A letter of permission from property owners where Special Event will take place is required.
 - ❖ Letter should include address of location, Site Plan drawing where event will be on the private property and all the dated the event will be held.
 - Dated the proposed off-site signage will be displayed and removed.

Other Considerations:

8. Food Vendors must contact the San Juan Basin Public Health: 970-335-2057
9. Trash receptacles, collection and removal, of all waste, even in provided trash cans.
10. Portable toilets, one (1) per every 150 people in a four (4) hour period.
11. Parking plan
12. Noise ordinance must be followed for events with amplified sound.
13. Town of Pagosa Springs for assistance: 970-264-4151 x225
14. As the Event Coordinator, I accept the responsibility to:
 - Acquire all required information from all participating vendors and supply such information to the Town Clerk
 - Collect all Vendor's Business License fees and submit fee's to Town Clerk
 - I fully understand and will comply with all the rules and regulations of the Town of Pagosa Springs

Finally, this application is complete and correct to the best of my knowledge.

Signature of Applicant

Date